

.....  
.....  
.....

**Subject: Web mail and Website hosting services at HSCC's office at Noida.**

Dear Sir,

Sealed bids are invited for the providing Web mail and Website hosting services at our corporate office located at E-6A, Sector-1, Noida(UP) as per the Scope of work mentioned in Annexure I

The bidders must quote for both the services as mentioned in Annexure-II. No part offers/bids shall be considered.

The bid shall be submitted in one single sealed envelope and marked as **“Web mail and Website hosting services at HSCC's office at Noida”** and send at the following address:

**Mr. P K Singhal  
Chief General Manager (PG-I)  
HSCC(I) Ltd., E(6)-A, Sector-1,  
Noida(UP) 201301.**

Annexure I & III of the Bid Document must be enclosed along with Annexure-II duly signed and accepted. The Scope of work shall be as per Annexure-I and Terms and conditions shall be as per Annexure-III enclosed herewith.

The evaluation of bids shall be on the total price quoted for the above services. The bids should reach HSCC's office at, Noida by 2.30 PM, of 3<sup>rd</sup> August, 2007. The offers shall be valid till 15<sup>th</sup> September, 2007.

Thanking you,

Yours faithfully,

(P K Singhal)  
Chief General Manager (PG-I)

**SCOPE OF WORK**

**A) Web site hosting and web based mail facility**

The basic requirements are:

1. The domain hosting is required on a platform which suits to the site requirements. Domain name should be hsccltd.com / hsccltd.co.in
2. The contact address and person for all controls like registrant, technical, administrative and billing shall be with HSCC.
3. All work related to uploading documentation etc for web site and web based mail facility, required to switch over from the existing server to the new server shall be the responsibility of the successful bidder. HSCC shall provide full support through HSCC's existing vendor.
4. The present space requirement for web site is approx. 2 GB, but it should have an option to increase the space, if required, in a definite slab, within the total space availed.
5. The successful bidder has to ensure adequate bandwidth so that the approach to URL is not queued.
6. All existing facilities like web based mail with dedicated URL & home page with HSCC Co. logo, access analyzer, domain wide feature, Hindi dynamic font support etc which are presently associated with the site, shall have to be made available to the clients and users on new server.
7. Separate password for FTP to be provided. However the control panel to remain with HSCC.
8. There shall be no cap on data transfer and FTP access.

Please specify clearly the credentials of the server in terms of features, technology, bandwidth, database features, site promotion, site monitoring network, security & backup, network uptime, network quality, server security, technical support, hardware guarantee, server maintenance etc.

**B) POP3 Mail boxes (using web mail facility)**

Providing about 250 mailboxes (on 3 GB server space), with the dynamic adjustments of capacity so that it provides unlimited space to the user mailbox on the existing server. The POP3 mailboxes should be provided with the followings:

1. The space allotted (3 GB) for POP 3 should be based on flexible allocation.
2. All mail ID's shall be under domain name – hsccltd.co.in
3. Flexible number of mail accounts (Initially 150-200 mail accounts).
4. E-mail management control panel task such as addition/ deletion/ replacement/ change/ retrieve & reset of password for all users shall be under the control of HSCC and will be executed by HSCC personnel. The administrator shall be able to view at any time the space occupied by POP 3 mail user for better control.
5. Each POP3 mailbox space should be able to adjust with in it self for higher capacity within the total space of 3 GB. However the notified capacity of the mailbox should be at least 25 MB.

Contd.....[2]

[2]

6. Adequate bandwidth to be provided so that the mails are not queued or batched for the delivery to the respective POP3 mailbox.
7. The mail services should be capable of handling any format of attached file. The mail header shall have HSCC logo and details.
8. Mail Server will include **antivirus** scanning and **anti spam** filters on Domain level and user level.

Total 5 GB Server space is required for Website hosting and web based mail facility.

### **C) Training**

The successful bidder shall impart minimum 2 days training to 2/3 HSCC personnel for the full features/functions of the new server systems/facilities including operation, maintenance, control of E-mail management control panel, FTP server and administrative etc.

**TECHNO-COMMERCIAL CUM PRICE BID**

**Annexure-II**

<b><u>S.No.</u></b>	<b><u>Service</u></b>	<b><u>Annual Charges</u> <b>(Rs.)</b></b>
1.	Annual charges for providing HSCC's Website Hosting as per the scope of work mentioned in Annexure-I.	_____
2.	POP3 Mail Boxes (using Web mail facility) as per the scope of the work mentioned in the Annexure-I.	_____

Total Annual Charges (1 & 2) Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_)

- NOTES: a. The terms & conditions shall be as per Annexure III & Scope of work as per Annexure-I.  
b. Pl. quote for both the services (Sr. no 1 & 2).  
c. PRICES TO BE FILLED IN THIS SHEET ONLY (ANNEXURE-II).

Accepted, including a to c above.  
Offer Valid till 15.09.2007  
(Authorised Signatory )

**ALL PAGES TO BE SIGNED AND STAMPED**

Stamp of Organisation

### Annexure-III

#### Terms & Conditions:

This order shall be governed by the following terms & conditions:

1. Price : Price shall be inclusive of all statutory taxes, duties, levies, charges for providing these services. Prices shall be firm. No escalation on any account whatsoever shall be payable.
2. Contact address : Chief General Manager (PG-I),  
HSCC(I) Ltd., E(6)-A, Sector-1,  
Noida - 201 301.
3. Payment Terms : A. HSCC's Website Hosting.
  - 40% payment will be released within two weeks of receipt of the bill after set-up and start of this service satisfactorily and as per scope of the work.
  - Balance 30% will be released after within two weeks of receipt of the bill and completion of the first six months and balance 30% will be released within two weeks of receipt of the bill after completion of the next six months (after completion of the period of one year) subject to provided satisfactorily services as per scope of the work.B. Web Mail Facility (Providing POP3 Mail Boxes)
  - 40% payment will be released within two weeks of receipt of the bill after set-up and start of this service satisfactorily and as per scope of the work.

Contd.....[2]

[2]

- Balance 30% will be released after within two weeks of receipt of the bill and completion of the first six months and balance 30% will be released within two weeks of receipt of the bill after completion of the next six months (after completion of the period of one year) subject to provided satisfactorily services as per scope of the work.

4. TDS : Tax shall be deducted at source as applicable.
5. Delivery of the services: Set-up and start of these services within 10 days from the date of issue of Purchase Order.
6. Penalty Clause: In case of any of the above services (Web based mail and Web site hosting) remaining unavailable for more than one hour at a time or more than twice in a month, Service provider shall be liable to pay a penalty of 2% (Two percent) of the total yearly charges per day of non-availability or part thereof subject to a maximum of 40% (Forty percent) of total yearly charges for the respective service.
7. Duration of the Services: Initially these services are to be provided for a period of one year. The same may be renewed after one year depending on the HSCC's requirements and performance of the service provider.